

Work Group: Applications Subcommittee

Date	2/21/2007	Time	1:30 – 3:00 P.M.
Facilitator	Miko Pattie	Scribe	Miko Pattie
Location	#914 - Plaza Tower	Call-In #	

Agency / Attendees / Role

Education	Ann Riggs	ITC Chair
ConnectKY	Heather Gate	Subcommittee Member
CPE	Miko Pattie	Subcommittee Chair
CPE	Charles McGrew	Subcommittee Member
EPSB	Valerie Armstrong	Subcommittee Member
JCPS	Bo Lowrey	Subcommittee Member
KCTCS	Sandy Cook	Subcommittee Member
KCTCS	Alicia Crouch	Subcommittee Member
KDE	Lee Muncy	Subcommittee Member
Workforce	Tami Dennis	Subcommittee Member
Workforce	Joe Morgan	Subcommittee Member
Workforce	Liz Stafford	Subcommittee Member

Agenda/Decisions

Item:	Finalize Prioritization Survey	Decision(s)
1	The group discussed the timeline for the survey. The decision was to allow 2 weeks for responses yet to obtain results for our March 7 meeting. The deadline will be March 5 COB which will allow more than a week for responses. For such a short survey, the group felt that this timeframe is appropriate.	Bo and Miko to finalize the survey and send it out by February 22.

Item:	Subcommittee's Prioritization of Applications	Decision(s)
2	The group discussed how we can start our work – finalizing applications matrix using our guidelines. Are our guidelines ready for prime time? Members are asked to review these to prepare for our work at our next meeting.	
3	Subcommittee's Timeline & Process	Decisions (s)
	1. The group reviewed the timeline for our work. March, April and May will be compressed as we'll need to do the review & assessment of our phase 1 applications. The deadline to submit our recommendations to ITC is June 2007. 2. The group discussed the process of review and assessment. There are some user groups we can use to give us a jump start. The costs and budget requests will be difficult to ascertain.	

Next Meeting	Agenda Items Suggested and/or Moved Forward
3/7/07	Items: 1. Review Prioritization Survey Results 2. Review & Apply Evaluation Criteria

KPID = Key Point(s) Influencing Decision (*e.g. timing, funding, access, security issues, MoU or other signatory approval needed, etc.*) will be noted as and if they apply to individual decisions.